

**COMMUNITY PROGRAMS
EJCDC EXECUTED CONTRACT CHECKLIST
FOR WATER AND WASTEWATER SYSTEMS**

BORROWER _____ REVIEW DATE _____

PROJECT _____ AMOUNT \$ _____

CONTRACTOR _____ AGENT & TITLE _____

SURETY _____ UNDERWRITING LIMIT \$ _____ TX _____

___ Plans and specifications approved by: State Office (CP) on _____
State regulatory agency (TCEQ) _____

___ Have Bid Tabs been completed and is this contractor low bidder?

___ Have Bid Tabs been forwarded to Community Programs Staff? If not, attach to this contract for review.

___ Debarment list dated _____ check (<http://epls.arnet.gov/>):
Surety Company _____
Contractor _____
Contractor's Agent _____

___ Certification from the engineer that EJCDC contract documents were not changed. If changes were made, a description of the changes shall be noted. The certification shall be dated, signed and sealed by the engineer, and made a part of the contract documents.

___ Certification of Insurance-Ref: EJCDC General Conditions, par. 5.04. Check pertinent information, *i.e.* Issued to, Description of project, Certificate holder. Coverage should be in amounts as required in EJCDC General Conditions, par. 5.04.4, *i.e.* \$500,000 bodily injury, \$200,000 property damage, etc. Must provide for 30 days written notice of cancellation as required by EJCDC General Conditions, paragraph 5.04. Term must cover construction time _____ days.
General Liability Expires _____
Automobile Liability Expires _____
Workmen's Compensation Expires _____
Builder's Risk Expires _____

CONTRACT DOCUMENTS:

___ RUS Bulletin 1780-26, Exhibit D, ADVERTISEMENT FOR BIDS

___ RUS Bulletin 1780-26, Exhibit E, INFORMATION FOR BIDDERS
Must include SUPPLEMENTAL INFORMATION FOR BIDDERS (Lobbying requirements)

___ RUS Bulletin 1780-26, Exhibit F, BID (signed & dated)

___ EJCDC C-430, Bid Bond with Power of Attorney and Certification for Agent of Bonding Company.

___ RD Instruction 1940-Q, Exhibit A-1, CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS
(required for contracts over \$100,000). Contractor should type or print company name above signature.

___ EJCDC C-510, NOTICE OF AWARD

___ EJCDC C-521, AGREEMENT - must be completed, signed, dated _____ and show title of person executing the contract. Amount must agree with bid and bonds.

___ Payment of Performance Bonds -

Forms RUS-TX Bulletin 1780-13, Attachment 6-NP and RUS-TX Bulletin 1780-13, Attachment 5 for nonprofit or RUS-TX Bulletin 1780-13, Attachment 6-PB and RUS TX-Bulletin 1780-13, Attachment 5 for public body.

Surety must be listed in current Treasury Circular 570 (www.fms.treas.gov/c570/index.html) Surety must be able to bond for the amount of contract. Bonds must be completed, dated, signed, acknowledged, approved. Amount must agree with Contract. The dates of the Payment and Performance Bonds must be **on or after** the date of the Agreement. Must have Power of Attorney for the Agent of the Bonding Company with Certificate, certifying Power of Attorney is in full force and effect, which must be dated **on or after** the date of the Bonds.

___ Form RD 400-6 (rev 4/00), COMPLIANCE STATEMENT

___ Form AD-1048, CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS.

___ EJCDC C-550, NOTICE TO PROCEED (unexecuted)

___ EJCDC C-710, GENERAL CONDITIONS

___ RUS Bulletin 1780-26, Exhibit G, SUPPLEMENTARY GENERAL CONDITIONS:

Attorney's Certificate dated _____ (EJCDC C-710, Exhibit GC-A) must be executed by the borrower's attorney **on or after** the date of the Bonds. RUS Concurrence (EJCDC C-521, Page 6 of 6) is also a part of the Agreement between Owner and Contractor for Construction Contract (Stipulated Price), Funding Agency Edition. This should not be signed until contract approval.

___ Statement regarding cultural materials.

___ Change Order No. _____ dated _____ : Approved _____

___ Change Order No. _____ dated _____ : Approved _____

___ Addendum No. _____ dated _____ : Approved _____

___ Addendum No. _____ dated _____ : Approved _____

___ Addendum No. _____ dated _____ : Approved _____

FOR STATE OFFICE USE ONLY

___ If RUS has no record of this contractor, the engineer must be assured that the contractor can perform the work.

___ The Agreement and original Payment Bond should be filed for record in accordance with TX-RUS Instruction 1780-C, §1780.75(b)(2) . (FOR NON-PROFITS ONLY - DOES NOT APPLY TO PUBLIC BODIES)

___ We are retaining the contract. This is your authority to execute Page 6 of 6 of EJCDC C-521, concurrence in award of contract, on behalf of the State Director.

___ Return one copy of the revised contract for approval.